

Filing Requirements

ALL FILINGS REQUIRE

1) A Docket Control Cover Sheet

- a) **NO** EXCEPTIONS
- b) We are happy to answer any and all questions concerning the completion of this form.

2) File the original + 13 copies

3) All copies must be properly collated.

- a) Please do not send stacks of documents for Docket to collate.

4) The Docket number **MUST** be on all copies of the filing [to include the Cover Sheet].

- a) The exception is a New Application.

5) No confidential or proprietary information can be docketed.

- a) If you must file confidential information, you must make prior arrangements with the Hearing or Legal Division(s).

6) All documents must be filed on 8-1/2" x 11" paper – NO EXCEPTIONS.

COVER SHEETS

1) Use the most recent version [October 2002].

2) To assist you, we have prepared Instructions for completing the Cover Sheet.

3) The only time the "New Applications" section is used is when the original Application for a case is being filed.

- a) For all subsequent filings for the case you would mark either the "Revisions/Amendments" or the "Miscellaneous Filings" sections.

4) Affidavits [even if they are in response to a Procedural Order or Staff Report] include, but are not limited to:

- a) Affidavits and/or Certificates of Public Notice
- b) Affidavits and/or Certificates of Publication
- c) Affidavits and/or Certificates of Mailing
- d) Affidavits and/or Certificates of Service

5) Compliance Item for Approval

- a) This is for filings made pursuant to a Decision by the Commission.
- b) Filings made in compliance with a Procedural Order or Staff Report usually should be marked as a "Response" "Exception" or "Miscellaneous"

6) Tariffs

- a) If the Application is currently pending and no CC&N has been granted, the filing is marked as an "Amendment to the Application".
- b) However, if the CC&N has been granted, Tariff filings introducing NEW services or NEW Tariffs should be marked as a "New Application".
- c) If the filing is to comply with a Decision, is a Promotion or is a Revision of the Tariff with no new services added, then, it should be marked as a "Revision/Amendment".
- d) Please include the Docket # and the Decision #.

**If you have any questions concerning the Cover Sheet
please contact Docket Control at (602) 542-3477.**